

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 6, 2000**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference Wednesday, September 6, 2000, from 10 a.m. until 11:30 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue to group comparable methods for assessment purposes and to discuss possible “matrices” options for the matrix-method-analyte approach to fields of testing.*

APPROVAL OF MINUTES

The committee approved the minutes of the August 23, 2000 teleconference.

GROUPING OF COMPARABLE METHODS

The committee continued the discussion of grouping of comparable methods with the Resource Conservation and Recovery Act (RCRA)-Inorganics list of methods developed by Dr. Arthur Burton. Ms. Mary Ann Hogan, Mr. Joseph Aiello, and Dr. Michael Miller will review the list, and present their recommendations on how to consolidate the list at the next teleconference. Dr. Burton will revise his list once he receives their recommendations.

The committee did not review the RCRA-Organics lists due to time constraints. Ms. Ann Rosecrance will email the revised list of RCRA-Organics to the committee members before the next teleconference. The committee will review the Safe Drinking Water Act (SDWA)-Organics list at a later time. Ms. Sorbet will amend the Clean Water Act (CWA) Inorganics list and circulate it to the committee prior to the next teleconference. Dr. Jackson will consolidate and format these lists of methods before the Sixth NELAC Interim Meeting (NELAC VII), where they will be put before the attendees for comment. The committee’s consensus is that the attendees will voice strong opinions about methods.

DISCUSSION OF MATRICES

The committee shifted its focus to reducing the number of matrices. The committee formulated two possible lists of matrices for presentation at NELAC VII. It was determined that the committee would need to discuss these lists with the Proficiency Testing Committee before the meeting to see if the committees’ approaches are in line with each other. Listed below are the possible options:

Option 1: Drinking Water, Non-potable Water, Solids, Non-Aqueous Liquids, Air

Option 2: Drinking Water, Non-potable Water, Solid and Chemical Waster (Non-aqueous liquids),
Air

Discussion concluded due to expiration of time for the teleconference.

NEXT MEETING

Dr. Jackson adjourned the teleconference at 11:30 a.m. The committee will meet again on September 20, 2000.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 6, 2000**

Item No.	Action	Date to be Completed
1.	Ms. Ann Rosecrance will email the revised RCRA-Organics list to the committee members before the next teleconference.	September 20, 2000
2.	Dr. Kenneth Jackson will contact the Proficiency Testing Committee with the “Matrices” Options.	ASAP
3.	Ms. Sorbet will circulate the revised CWA Inorganics list to the committee.	September 20, 2000

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
SEPTEMBER 6, 2000**

Name	Affiliation	Address
Jackson, Kenneth Chair	NY State Department of Health	T: (518)485-5570 F: (518)485-5568 E: jackson@wadsworth.org
Aiello, Joseph	NJDepartment of Environmental Protection	T: (609)633-3840 F: (609)777-1774 E: jaiello@dep.state.nj.us
Burton, Arthur	Sequoia Analytical Laboratory	T: (650)364-9600 F: (650)364-2048 E: burton@sequoialabs.com
Clark, Stephen (absent)	USEPA/OW	T: (202)260-7159 F: (202)260-4383 E: clark.stephen@epa.gov
Farrell, III, John (absent)	Analytical Excellence, Inc.	T: (407)331-5040 F: (407)331-4025 E: AEX@ix.netcom.com
Giesler, Barbara (absent)	NM Environment Department (NMED)	T: (505)827-1400 F: (505)827-7545 E: barbara_giesler@nmenv.state.nm.us
Hogan, Mary Ann	Crystal Clear Ltd.	T: (302)655-8659 F: (302)655-8519 E: mahogan2@home.com
McAninch, Thomas	Eastman Chemical Co.	T: (903)237-5473 F: (903)237-6395 E: twmcan@eastman.com
Miller, Michael	NJDepartment of Environmental Protection	T: (609)292-3950 F: (609)777-1774 E: mmiller1@dep.state.nj.us
Rosecrance, Ann	Core Laboratories	T: (713)329-7414 F: (713)895-8982 E: arosecrance@corelabcorp.com
Sorbet, Elaine	LA Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: elaine_s@deq.state.la.us
Reading, Helen (Contractor Support)	Research Triangle Institute	T: (202)728-2044 F: (202)728-2095 E: hmr@rti.org